



CONTRACTORS - LEAVE

REQUIRED FOR ALL CONTRACTORS WHO HOLD A SECRET OR HIGHER SECURITY CLEARANCE.

Training

Not Mandatory, But Strongly Encouraged

AT Level 1 (Valid 1 year)

SERE 100.1 Civilian Version (Valid 3 years)

Mandatory Documentation

1. USAMRMC Form 55-46

☐ Flight Itinerary

3. Area of Responsibility (AOR) Briefing and Post Travel Debriefing is *Mandatory* for Travelers with a Secret or Higher Security Clearance.

4. Force Protection Plan (FPP) dated within 3 months of travel. *(Not Mandatory, but Strongly Encouraged)*

5. ISOPREP/PRO-File *(Not Mandatory, but Strongly Encouraged)*

6. Approved Leave Form *(If Available Through the Company)*

7. PACOM's Travel Tracker/Individual Antiterrorism Plan (TT/IATP). *Strongly Encouraged.*

8. AFRICOM'S Theater Information Management System (TIMS). *Strongly Encouraged.*

NOTE: All leave requests and supporting documentation will be submitted via email to usarmy.detrick.medcom-usamrmc.other.dcsops-office@mail.mil. EXCEPTION: If leave is in conjunction with TDY, the leave request should be incorporated with the TDY request.